

JOB OPPORTUNITY

Posting Date

MASSACHUSETTS TRIAL COURT

Job Description and Qualifications for Judicial Secretary Series

This position is part of a series that includes a number of levels. Employees are appointed to the entry level and are eligible to advance to the higher levels consistent with this job description and Trial Court policies.

All Applications must be received by:

SUMMARY OF SERIES:

The positions within this series perform confidential, legal and administrative secretarial services to one or more Trial Court Justices. The position title above the entry level requires the performance of increasingly more responsible and varied work requiring more knowledge of court procedures, administrative procedures, and word processing functions. Employees are appointed at the entry level and are eligible for reclassification to the higher level position title within this series consistent with the specifications for the higher level position title.

ORGANIZATIONAL LEVELS:

Judicial Secretary I - This is the entry level position title within this series. Employees at this level are expected to perform a variety of confidential, legal, and administrative duties for one or more Justices.

Judicial Secretary II - This is the second level position title within this series. Employees at this level are expected to perform higher level word processing and administrative support functions, and to provide technical assistance to other personnel.

MAJOR DUTIES:

Judicial Secretary I

Transcribes dictation of orders, memoranda, opinions, decisions, findings, directives, correspondence, administrative reports and other materials.

Types legal documents, decisions, memoranda of law, findings and opinions for the law clerk(s) and Justice(s) and maintains such documents in a data base.

Types correspondence and administrative reports for Justice(s)' review and signature.

Proofreads typed material for accuracy and correct punctuation, spelling, grammar and

legal citation (if necessary).

Screens visitors and telephone calls and answers inquiries or refers them to appropriate personnel.

Operates a variety of office equipment including a personal computer, typewriter, dictating equipment, photocopier, calculator and fax machine.

Maintains the law library, office inventory of equipment, and personal records, legal files and calendars.

Performs related administrative duties as required.

Judicial Secretary II Additional Duties

Types the most complex documents and decisions for one or more Justices using more advanced word processing functions and requiring more knowledge of legal citation.

Cross trained to perform mid-level administrative duties such as preparing payment vouchers, recording MMARS documents in the Budgetary Control Register, and preparing monthly expenditure reports and other fiscal documents.

Serves in a lead capacity, providing technical assistance and advice to lower level personnel on policies and practices.

Makes travel and lodging arrangements and processes vouchers for reimbursement of expenses.

Provides research assistance as directed by the Justice(s).

Composes correspondence for a Judge's review and signature.

May train staff in the use of automated systems and word processing software, introduce new versions or functions, trouble shoot problems and attend user group meetings.

May perform special projects involving considerable research and the preparation and/or coordination of activities related to those projects.

May coordinate medical malpractice tribunals or mental health commitments and process all paperwork related to those tribunals or commitments.

Performs all of the duties of the lower level within this series as required.

POSITION REQUIREMENTS:

Judicial Secretary I

High School diploma or the equivalent and at least one year of further education, e.g., secretarial or paralegal program, or an equivalent combination of education and experience.

At least three years of prior secretarial experience, preferably in a legally-related area.

Knowledge of basic English, grammar, spelling, punctuation and legal terminology and citation.

Knowledge of and skill in the use of a personal computer operating under Windows '95 with various software applications, especially WordPerfect v.7 or higher.

Knowledge of court operations and procedures.

Ability to type at an acceptable rate.

Ability to use a variety of office equipment and work processing equipment, including personal computers.

Ability to establish and maintain effective working relationships with others.

Ability to exercise judgment and to work without close supervision.

Ability to handle sensitive matters on a confidential basis.

Ability to serve the public and others with business before the court in a courteous and professional manner.

Judicial Secretary II Additional Requirements

A minimum of three years of experience as a Judicial Secretary I.

Considerable knowledge of court operations and procedures and legal citation.

Considerable knowledge of word processing software and advanced functions.

Considerable knowledge of automated systems and the ability to teach and train staff in their use and to solve problems.

Considerable knowledge of spreadsheet software and data base management software.

Working knowledge of Trial Court fiscal policies and procedures.

Ability to research issues and present findings in a clear and concise manner.

SALARY:

Completed Trial Court Application for Employment should be forwarded to:

Trial Court Applications for Employment are available at all court locations and at the Administrative Office

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

